KIRTLAND AIR FORCE BASE

Provide World-Class Nuclear Surety,
Expeditionary Forces and Support to Base Operations

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Agenda

- *Opening Remarks – 377 ABW/CD*
- *NSPS Program Executive Office (PEO) Video*
- *NSPS Team Kirtland Briefing – 377 ABW/CD*
- *Panel Discussion – Contribution Based Compensation System*
- *Closing Remarks – 377 ABW/CD*

Who is Affected by NSPS?

- *NSPS Labor Relations System*
  - *Applies to all employees and labor organizations currently covered by Chapter 71 of title 5*
  - *Will be implemented across entire Department when final regulations are effective on or about the end of FY05*

- *NSPS Human Resources System (Pay, performance, hiring, RIF, adverse actions, and appeals provisions)*
  - *Vast majority of DoD employees eligible for coverage: initially apply only to selected General Schedule employees in Spiral One organizations Certain categories excluded (e.g., intelligence personnel, Defense Labs)*
  - *Employees in special pay/classification systems (e.g., wage grade) will be phased in later (not sooner than eighteen months)*
  - *Kirtland AFB spiral 1.2 on or about early FY 06*

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Where We Are

- *Proposed Regulations Posted on Federal Register for Comment – Closed 16 Mar 05*

- *Meet and confer period with employee unions in progress*
  - *Extended beyond initial 30 day period*

- *TEAM Kirtland Transition to NSPS in Spiral 1.2 (FY06)*

- *TEAM Kirtland NSPS Program Office Established*
  - *Focal Point for information on TEAM Kirtland NSPS Implementation*
  - *E-mail address: NSPS.Program@kirtland.af.mil*
  - *Mr. Mark A. R. Mora, Phone: 853-5354*

What NSPS Does Not Change

- *Merit System Principles*
- *Rules against prohibited personnel practices*
- *Whistleblower protection*
- *Veterans Preference*
- *Benefits (retirement, health, life, etc.)*
- *Anti-discrimination laws*
- *Fundamental due process*
- *Allowances and travel/subsistence expenses*
- *Training*
- *Leave and work schedules*
- *Other personnel systems in law*
- *Lab Demo organizations (until FY 08)*

NSPS Training

- *Target audiences*
  - *Senior leaders, managers, and supervisors*
  - *Employees*
  - *HR and LR practitioners*
  - *Pay pool managers/administrators*
- *Dual focus*
  - *Functional training (NSPS system) (Oct 05 – Jan 06)*
  - *Change management (“soft skills”) (Jun – Oct 05)*
- *Learning objectives*
  - *Foster a culture that focuses on results, values performance, rewards contributions, and promotes excellence*
  - *Educate employees about NSPS*
  - *Teach skills and behaviors necessary to implement and sustain NSPS*

Next Steps

- *Change Management Training for Employees/Supervisors*
  - *Senior leaders, managers, and supervisors*
  - *Employees*
  - *HR and LR practitioners*
  - *Pay pool managers/administrators*
- *Dual focus*
  - *Functional training (NSPS system)*
  - *Change management (“soft skills”)*
- *Training Dates*
  - *Change Management for Employees (Aug – Sep 05)*
  - *Change Management for Supervisors (Aug – Sep 05)*
  - *Functional Training Awaiting Finalization of Implementing Guidance*

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CHANGE MANAGEMENT TRAINING SCHEDULE

TOPIC	ATTENDEE	DATES	TIME	LOCATION
Get Ready for Change	All Supvrs and Employees	15/16/22/23 Aug 05 12/13/20/22 Sep 05	0900-1100	Base Theater
Tools for Managing Change and Employee Resistance	All Supvrs and Employees	15/16/22/23 Aug 05 12/13/20/22 Sep 05	1230-1430	Base Theater
Supervisors Leading Change	Supervisors	16/17/23/24 Aug 05 13/14/20/21 Sep 05	1500-1600	Wing Presentation Center

Next Steps

- *Change Management Training for Employees/Supervisors*
  - *Mandatory For all Employees/Supervisors*
  - *Don't Have to attend both Courses on Same Day*
  - *Employees Coordinate Attendance with Supervisor*
  - *Register on Kirtland Web Page or Contact Education Office*
- *Functional Training for Employees/Supervisors/Hr Specialists*
  - *Course development awaiting final Implementation Guidance*

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AFRL LAB DEMONSTRATION PROJECT PANEL DISCUSSION

AFRL HR SPECIALIST

Ms. Lisa Rader

AFRL Division Chief

Mr. Kirt Moser

AFRL Division Chief

Mr. Keith Schrock

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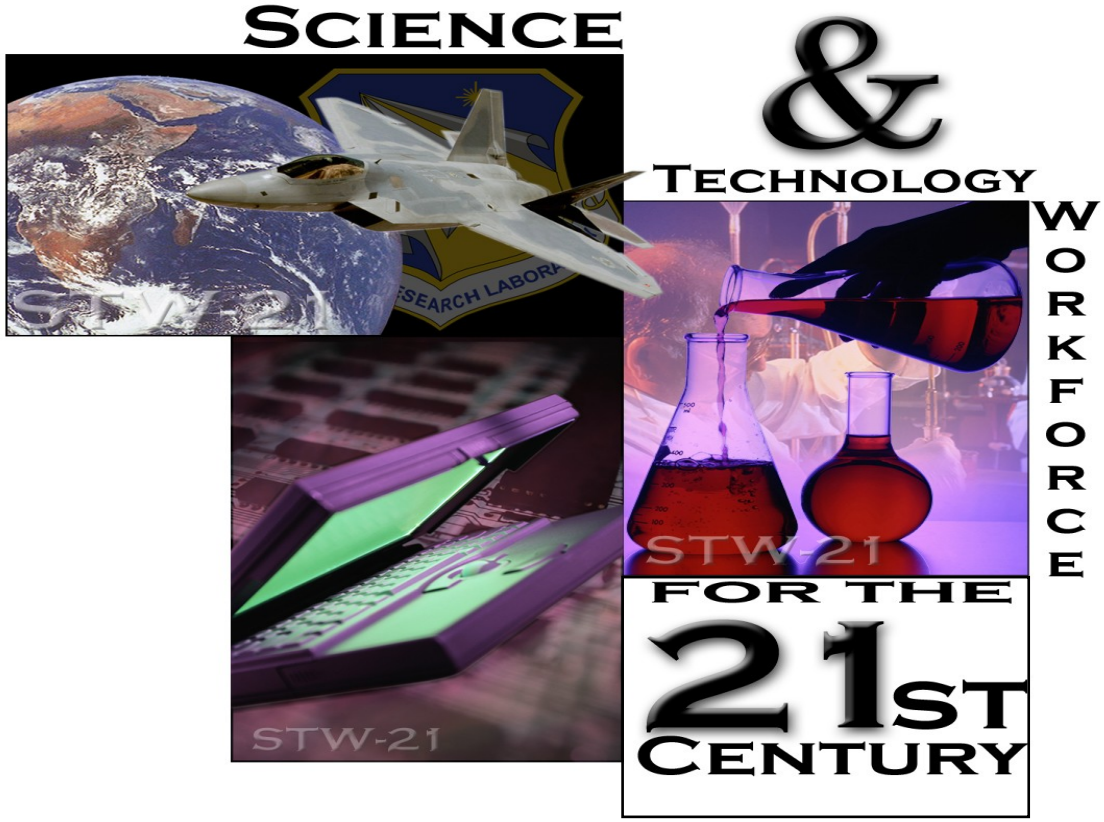

Laboratory Demonstration Project

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The Air Force Laboratory
Personnel Demonstration Project

What is it?

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Lab Demo is a Success!

- ***Best Practice Awards and Recognitions***
  - ***Vice-President's Hammer Award, March 1997***
  - ***American Productivity and Quality Center (APQC), March 1999***
  - ***General Accounting Office (GAO), February 2000***
  - ***International Personnel Management Association (IPMA) Central Region, June 2000***
  - ***Federal Personnel Management Institute (FPMI) Communications, Inc., September 2001***
- ***Serves as a model for other demonstrations***

"Lab Demo is a great step forward."

- Mr. May, Executive Director, AFRL

Lab Demo is…

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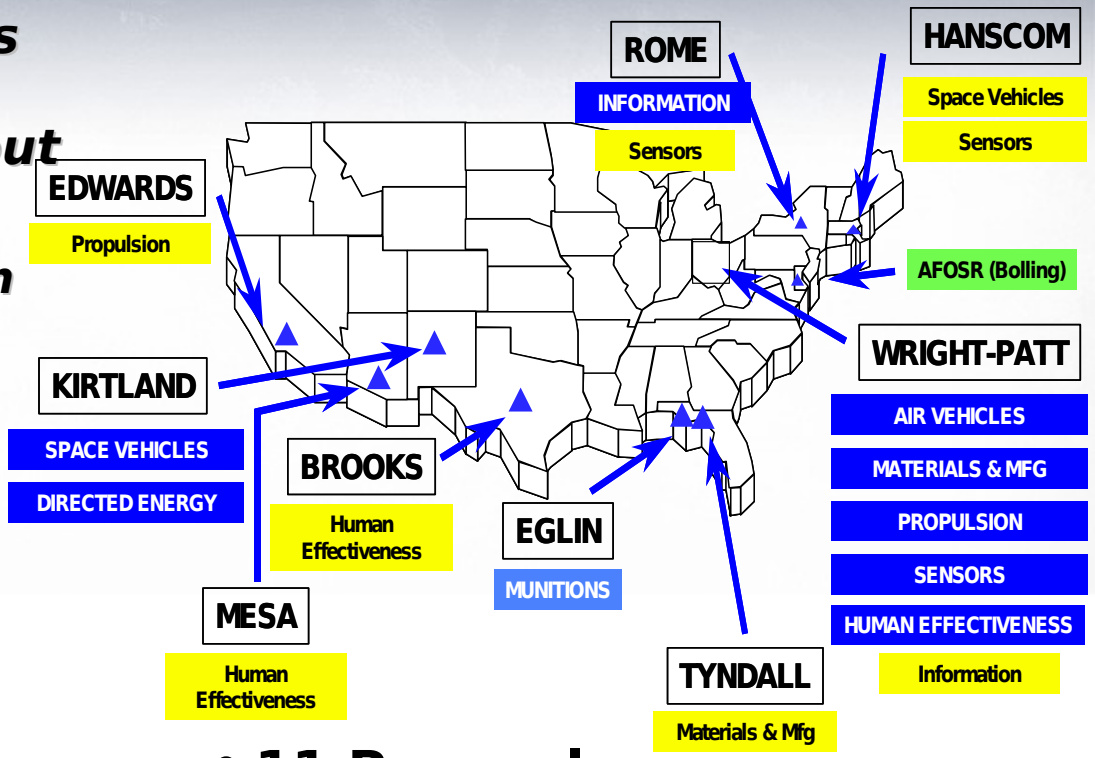
- **An experiment that involves implementing and testing several initiatives throughout AFRL, including:**
  - **Simplified Job Classification**
  - **Broadbanding**
  - **Contribution-based Compensation (CCS)**
  - **Voluntary Emeritus Corps**
  - **New Developmental Opportunities Program**
  - **Lab Commander Award Authority**
  - **Federal Employees Pay Comparability Act (FEPCA)**
  - **Extended Probationary Period**



- **11 Paypools**
- **10 Major U.S. Locations**
- **Nearly 2,400 S&Es**

Why did we go to this new system?

1) CCS supports the strategic goal of enabling an agile workforce

> ***". . . structure, develop, and stimulate our workforce to meet dynamic technological challenges with excellence"***

2) Reduced budgets force us to spend our salary dollars wisely

- ***CCS awards salary increases to the most deserving***
  - ***NOT based upon longevity***
- ***...positive***

CCS enables an agile workforce and gives us more bang for our salary buck

Goals and Objectives

- ***Improve Work Force Efficiency***
  - ***Simplify current personnel procedures***
- ***Enhance Work Force Quality***
  - ***Enhance employee development***
  - ***Flexibly adjust work force in times of change***
  - ***Motivate employees through equitable compensation***
  - ***Bottom Line: Achieve the best work force to accomplish AFRL's mission***

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The Air Force Laboratory
Personnel Demonstration Project

How does it work?

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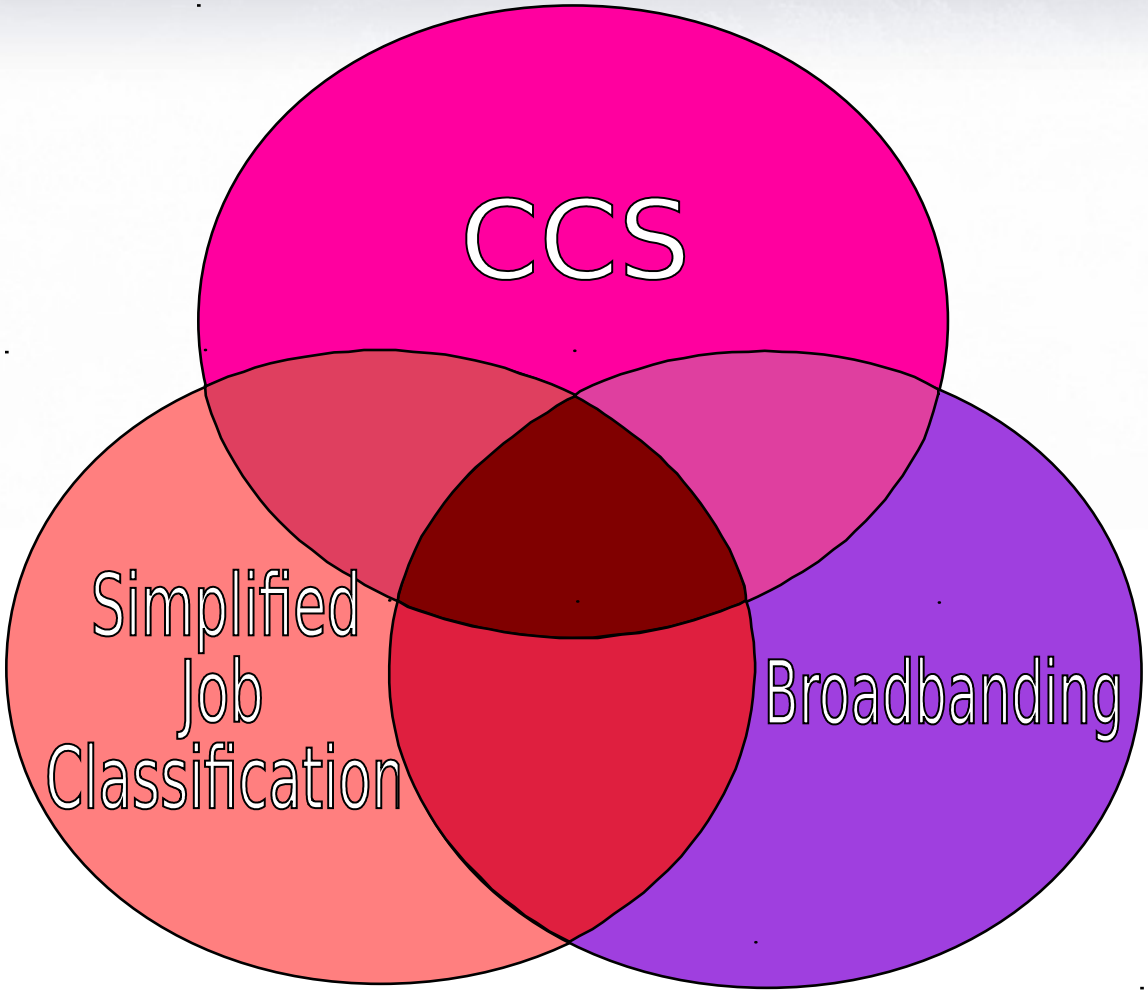
Key Integrated Initiatives



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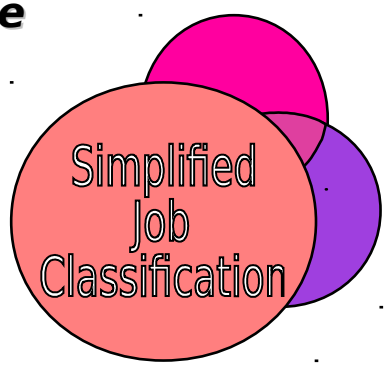
Simplified Job Classification

- ***Laboratory Commander has classification authority***
  - ***First level supervisors create, certify, and sign classification document***
- ***1 page classification document: Statement of Duties and Experience (SDE)***
  - ***Automated software allows "point-and-click" SDE generation***
- ***Results***
  - ***Supervisors have the ability to manage their workforce***
  - ***Simplified process***
  - ***SDE is half the size of a Position Description***
  - ***PD classification time ~ 3 days***
  - ***Demo classification time ~ 2 hours***



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Broadbanding

- ***Seven traditional civil service "grades" combined into four "bands"***

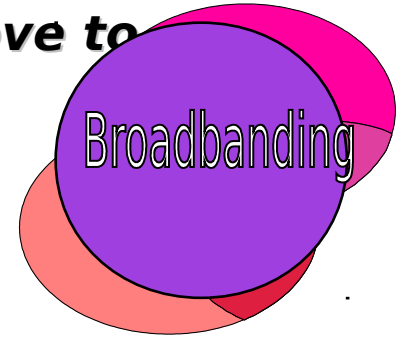
  GS 7-11 DR-I, Associate

  GS 12-13 DR-II

  GS 14 DR-III, Senior

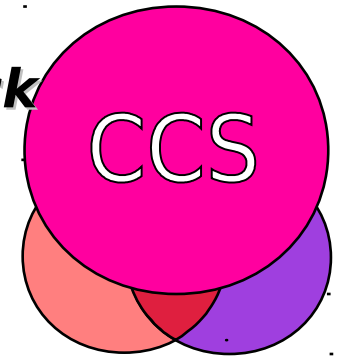
  GS 15 DR-IV, Principal

- ***Bands follow typical career progression***
- ***Progression through the bands meant to be "seamless"***
  - ***Dual track system – can advance based on contribution and technical merit***
    - ***No longer have to become a supervisor to move to higher broadbands***
  - ***Provides greater pay setting flexibility***
  - ***Simplified process – less paperwork***



Contribution-based Compensation System (CCS)

- ***An integrated broadbanding, classification, compensation, and performance management system***
- ***Measures the "contribution to the organization"***
- ***Provides an equitable and fair basis for salary adjustments***
- ***Does not view pay increases as entitlements***
- ***Supports rank-in-person concept and dual track***
- ***Seamless movement through and between broadbands***
- ***based on contribution to organization***



Contribution-based Compensation System (CCS)

- ***All employees are assessed against the same set of words***
  - ***Six factors with descriptors written for each broadband level***
    - ***Same factors and descriptors used to classify the position***

- Technical Problem Solving
- Communications and Reporting
- Corporate Resource Management
- R&D Business Development
- Technology Transition/ Technology Transfer
- Teamwork and Leadership

Contribution-based Compensation System (CCS)

- ***The employee is made a part of the solution***
  - ***Descriptors are the employee's roadmap to higher broadband levels***
  - ***Provide supervisor accomplishments and results for each assessment cycle***
  - ***Encouraged to seek out opportunities***
- ***Assessments are done by a group of supervisors***
  - ***One person is not sole determinant of employee's score***
  - ***Like contributions compared across entire paypool***
  - ***Provides for equity and fairness***

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Contribution-based Compensation System (CCS)

- ***Assessments are based upon results, not activities***
  - ***System measures the contribution to the organization's mission***
- ***Salary adjustments are driven directly by contribution assessments***
  - ***Incentive increase "I" replaces Title V within-grade increase and promotion dollars***
  - ***General increase "G" authorized by the President***
- ***Broadband movements are done seamlessly***
  - ***CCS broadband movement is dependent upon the employee's contribution assessment score and new salary***
  - ***Varying levels of "eligibility zones"***
    - ***Some movements are automatic, others must be***

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Overall Summary

- ***Lab Demo is an Air Force success story***
  - ***Simplified processes***
  - ***Supervisors have the ability to manage their workforce***
  - ***Employees are rewarded for high contribution***
  - ***Low contributors either improve or leave***
  - ***Salary increases are not peanut-butter spread***

Rewards initiative and breaks the entitlement mentality

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Five Ways Employees Can Get Ready for NSPS

1. **Be proactive! Visit the NSPS web site regularly to stay up-to-date on the latest NSPS information**

   www.cpms.osd.mil/nsps

2. **Review your organization's mission and goals. Think about what you can do help achieve those goals**
3. **View this as a positive change. Make a difference!**
4. **Talk with your supervisor about the new system**
5. **Contact your local NSPS program office about local NSPS training: NSPS.Program@kirtland.af.mil**

Stay informed!

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Five Ways Managers and Supervisors Can Get Ready For NSPS

1. *Reinforce organization's mission and goals*
2. *Help staff understand how their work contributes to achieving those goals*
3. *Visit NSPS website regularly to stay up-to-date on the latest NSPS information*

   www.cpms.osd.mil/nsps
4. *Host periodic formal and informal meetings to share what you know*
5. *Establish a peer network*
6. *Contact the Local NSPS Program Office for information and updates.*

   NSPS.Program@kirtland.af.mil

Lead the way!

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NSPS

Questions?

www.cpms.osd.mil/nsps

NSPS.Program@kirtland.af.mil

Flexibility – Accountability – Excellence